



To express interest in this assignment, email [Mireille.Ngokion@crs.org](mailto:Mireille.Ngokion@crs.org)

**Farmer to Farmer Benin  
Volunteer Assignment Scope of Work**

Summary Information	
Assignment Code	BJ214
Country	Benin
Country Project	Soya subsector
Host Organization	National Union of Soya Producers (UNPS)
Type of Volunteer Assistance	<b>Organizational Development (O)</b>
Type of Value Chain Activity	<b>Information and Input support services (S)</b>
Assignment Title	Website designing and management
Assignment preferred dates	July, 2019
Objectives of the assignment	<ul style="list-style-type: none"> <li>• Help to design a website for the UNPS</li> <li>• Train the technical staff on the website updating and management</li> </ul>
Desired volunteer skill/expertise	<ul style="list-style-type: none"> <li>• Expert in website designing and management,</li> <li>• Practical experiences in website designing and development</li> <li>• Experiences with farmers organization is an asset</li> </ul>

**A. BACKGROUND**

The National Union of Soya Producers is structured from the village level to the national level and is composed of the departmental unions of soya producers (UDPS) constituted by the communal unions of soya producers (UCPS), constituted for their part by village cooperatives of soybean producers (CVPS) or village groups of soybean producers. UNPS is a member of the Federation of Producers' Unions of Benin (FUPRO-Benin) and the National Platform of Peasant and Agricultural Producers Organizations of Benin (PNOPPA-Benin). UNPS currently covers nine (09) departments (out of the 12 in Benin): Atacora, Donga, Borgou, Alibori, Zou, Collines, Couffo, Plateau and Atlantic) and thirty-two (32) communes. It totals twenty-three thousand seven hundred and thirty members (23,730) including 5750 women with more than 20% of young people.

The UNPS-Benin vision is that "By 2030, UNPS is in Benin and in the sub-region, the leader of the professional organizations of the soy sector, radiant in a spirit of good governance and equity for the well-being of producers". Its mission is defending the interests of the producers in promoting the soya sector through member capacity building, access to sustainable production factors, the development of market opportunities and advocacy at national and international level.

Registered on May 23, 2011 under number 6/046 / P-SG-STCCD-DCDI-ASSOC then published in the Official Journal (OJ) in the Republic of Benin in June 2011, the National Union of Soy Producers (UNPS) of Benin is an associative organization. It is the national umbrella organization for a large network of soybean producer organizations in Benin.

## **B. ISSUE DESCRIPTION**

The UNPS has been officially registered since 2011 as stated above. But this farmers' organization which gathered more than 23000 members dispersed in many part of the country don't have so far, a platform that can permit both the members and the partners to easily learn about the ongoing activities of their organization. Then, the visibility of the union is low and remains a weak point of its development. In addition, the union is providing some services and products such as soya seeds, the inoculum to help the farmers to improve their yield and some production materials and equipment. But sometimes, many members don't know how these products and services are available and where these can be purchased. Also, there is a weak extension of the UNPS status and internal by-laws to the members. Globally, there is a weak information sharing and communication with the members and partners regarding the union functioning and activities. Hence, the union is facing a weak mobilization of the members to pay their membership fees as well as a weak success of the services delivering to some members. There is no platform where the local union can let the customers know about soya availability for sales and share the market prices with the members.

## **C. OBJECTIVES OF THE ASSIGNMENT**

The main objective of this assignment is the website designing and management for the UNPS.

Especially, it intends to:

- Help to design a website for the UNPS
- Train the technical staff on the website updating and management

## **D. HOST CONTRIBUTION**

The contribution of the UNPS to this assignment will consist of mobilizing, supporting the commuting, the lodging and the feeding fees of the participants to the training sessions. In addition, it will provide conference room for the training sessions. Also, UNPS promises to take in charge the roundtrip commuting of the volunteer from his or her hotel to its headquarter every day. Finally, the UNPS agree to pay the website lodging space fees.

## **E. ANTICIPATED RESULTS FROM THE ASSIGNMENT**

With the volunteer technical assistance, the visibility of the UNPS will greatly be improved as well as the information sharing and communication with the members and the partners. In addition, the Union will be more accessible to many members and help to improve the membership fees collecting. Through this, the services delivering to the members will also be improved as well as their sales. Also, the website will help them to improve their fundraising potential to develop new services to the members. The activities reports as well as information about the events sharing on the website will be easily reachable to students, researchers and partners and this will shed light on the union activities worldwide.

## F. DELIVERABLES

The deliverables expected from this assignment are the follows:

- Designing a website for the UNPS
- Training of the technical staff on website management
- Debrief with USAID and in country group after assignment
- Provide activity report

## G. SCHEDULE OF VOLUNTEER ACTIVITIES IN COUNTRY (DRAFT)

Day	Activity
Day 1	Travel from home to US international airport
Day 2	Arrival at Benin International Airport, picked up and check in at Livingstone Hotel
Day 3	At 9.00 am, the volunteer is greeted at the hotel by CRS staff and thereafter go to CRS office for introductions and orientations (briefings including host brief), logistics and expectations and anticipated outcomes. Any necessary hand-outs will be prepared at CRS offices and Travel to Parakou and check in Pluriel Hotel.
Day 4	CRS Benin F2F team introduces the volunteer to UNPS staff and the administrative council members, the volunteer will review and finalize the work-plan. The action plan should include group presentations to be done after the assignment.
Day 5	Exchange with technical staff and the members of the administrative council on the UNPS functioning and activities
Day 7-8-9-10	Help to design the UNPS website
Days 11-12-13	Train the technical staff on the website management and related techniques
Day 14	Wrap up the meetings and debriefing with UNPS responsible and CRS Benin F2F staff, actions plan and recommendations review and travel back to Cotonou
Day 15	Debriefing at CRS office with USAID Mission and CRS staff. Volunteer will finalize his/her reporting at CRS office and fill out all necessary M&E forms as well finalize advances and expenditures with finance and depart for USA

TBD	Outreach event in the US
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**H. DESIRABLE VOLUNTEERS SKILLS**

As described above, the volunteer we are looking for this assignment must have relevant professional skills and practical experiences in website designing and management. He or she must:

- Be expert in website designing and management,
- Have practical experiences in website designing and development
- Have experiences with a farmers’ organization (this is an asset and optional)
- Be used to adult training
- Opened to sharing knowledge and it experiences

**I. ACCOMMODATION AND OTHER IN-COUNTRY LOGISTICS**

In Cotonou, the volunteer will stay at Livingstone Hotel, whereas in Parakou, the volunteer will stay at Pluriel Hotel. In Benin, CRS will pay for hotel accommodation and a local network SIM card will be provided to the volunteer at his or her arrival in Cotonou. In Parakou, CRS will hire a local translator for the volunteer’s work and UNPS will contribute to the volunteer ‘commuting as well as mobilizing and supporting its members for training sessions. The UNPS Executive Director will work closely with the volunteer, during the website designing, the preparations and the training sessions, to ensure that key persons are trained and that the assignments goal are achieved.

**J. RECOMMENDED ASSIGNMENT PREPARATIONS**

**1. Training Materials**

The volunteer should prepare materials for hand out which can be printed at CRS office in Benin before his arrival. Flip charts, markers, masking tapes can be obtained at UNPS office in case the volunteer wishes to make some illustrations. If possible for the assignment, the volunteer could bring a laptop with him, but a spare computer can be obtained locally. For the presentations, UNPS can provide a projector for PowerPoint presentations.

**2. Working Environment**

Parakou is in the North of Benin from about 450 km of Cotonou. UNPS is headquartered in the city of Parakou where most of the sessions will take place. But some commuting could be required around Parakou. The volunteer will work mainly with UNPS technical staff, and the members of its administrative board. In Parakou, the volunteer will meet both Muslims and Christians and the main languages are dendi, bariba and fon. People are open to collaborate with foreigners.

**3. Recommended Reading**

We strongly recommend that the volunteer becomes familiar with this SOW prior to arrival in the country as well as country information that will be provided. Anyway, some orientations will be given to him or her before his departure to the field.

**4. Weather Appropriate Clothing**

The weather appropriate clothing is light and not dark clothes. In the North of Benin, the weather is a bit hot and dry with some temperatures varying between 25 to 42 Celsius degree. It is also a sunny weather with some rains fall from May.

**K. KEY CONTACTS**

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